



## **On-the-Job Training Program Frequently Asked Questions**

### **What is the On-The-Job Training Program (OJT)?**

- Provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees.
- Assists employers who are looking to expand their businesses and who need additional staff trained with specialized skills.
- The maximum reimbursement of the wage rate of OJT trainees to help offset the extraordinary cost of training is 50%.

### **How would my company benefit from this program?**

- You get a pool of pre-screened applicants for your position – you decide who to hire.
- It is a great opportunity to bring on employees that are eager to learn new skills and up-skill your workforce.
- You will be assisted through all phases of documentation with monthly payments.

### **Are there any restrictions?**

- OJT funded trainees cannot be used to replace employees laid off within six months prior to the date of your application.
- OJT trainees can only be hired for full-time positions.
- The rate of pay and benefits for an OJT trainee must be commensurate with what you pay other employees doing similar work.

### **Who selects the OJT trainees?**

- Your company will determine the selection criteria for OJT trainees (e.g. high school diploma or GED, ability to lift 50 lbs., or any other applicable requirements).
- NCWorks Career Center staff will identify candidates who meet the criteria and will refer them to your company. Your company will make the final selection of OJT trainees.

### **What if an employer has already selected a candidate for OJT training?**

- The candidate would need to be screened for eligibility by NCWorks Career Center staff. Once approved, the OJT contract would move forward.

### **How do we get the process started?**

- A standardized OJT contract will be completed with your company that will contain all of the terms of agreement for both ECWDB and your company.
- Once the contract is in place, we will start to identify and screen candidates for your company's position(s).

### **How long will the process take to get the OJT approved?**

- It will not take much longer than hiring a non-OJT employee.
- To ensure your needs are met, the process of writing, negotiating the contract and establishing a training plan will be based on your needs and the eligibility of the individual.

**For more information on the program, please contact:**